

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

Dear [Friend's Name],

I hope this letter finds you in good health and great spirits! It's been a while since we last caught up, and I thought it's time to write to you. I wanted to share the exciting news about our school's upcoming annual day celebration. It will be held on [Date] at [Venue]. There will be various performances, games, and a lot of fun activities. I remember how we used to participate in these events together. I really wish you could come this year!

Besides that, things have been quite busy with exams coming up. I've been preparing for my CBSE exams, and it's a little stressful. How are your studies going? Any tips you can share would be really helpful!

Let's plan a get-together soon. It would be great to catch up and reminisce about the old days!

Take care and write back soon.

Best,

[Your Name]